

## **Business Self-Fire Inspection Checklist Items**

### **Access**

1. Is exterior fire department access unobstructed?

### **Address I.D.**

2. Are address numbers for the building clearly visible from the street?

### **Compressed Gas**

3. If you have compressed gas containers (such as co<sub>2</sub>, helium, etc.) are they chained to prevent falling?

### **Egress**

4. Are the exit ways and doors easily recognizable, unobstructed, and maintained functional?
5. If the main exit door is provided with key-locking hardware as allowed by code, is there a sign above the door that states "THIS DOOR MUST REMAIN UNLOCKED DURING BUSINESS HOURS" and are the other exit doors openable from the inside without the use of a key or any special knowledge or effort?
6. Are doors with self-closing hinges maintained in the closed position (not blocked open)?
7. Are Exits and exit enclosures free from storage of combustible materials?
8. Is the means of egress illuminated when the building or structure is occupied?
9. In residential occupancies, are emergency escape or rescue windows, doors or window wells required by the Building Code for sleeping rooms maintained openable and free from any obstruction that would inhibit the occupant from escaping?

### **Electrical**

10. Are all electrical outlets, switches and junction boxes properly covered with cover plates?
11. Are circuit breakers/fuses labeled so as to identify the area protected?
12. Is the area maintained clear at least 30" in front of electrical panel(s)?

### **Extension Cords**

13. Are extension cord(s) of heavy-duty construction, maintained in good condition, and only used as temporary wiring, or to service small portable appliances?
14. Are extension cord(s) grounded when serving grounded appliances?
15. Are extension cord(s) plugged directly into an approved receptacle, power tap or multi-plug adapter and, except for approved multi-plug

power tap or multi-plug adapter and, except for approved multi-plug extension cord(s), serve only 1 portable appliance?

16. Is the ampacity of the extension cord(s) greater than the rated capacity of the portable appliance supplied by the cord(s)?
17. If multiple items need to be plugged in, is a power tap utilized with a built-in circuit breaker and is the power tap plugged directly into a permanently installed receptacle?

### **Emergency Lighting**

18. If emergency lighting is provided, is it maintained operable condition?

### **Exit Signs**

19. If exit signs are required, are they maintained illuminated or self-luminous?

### **Fire Alarm System**

20. If the building is equipped with a fire alarm system, has the required annual service of the fire alarm system been performed by a qualified fire alarm company?

### **Fire Drills**

21. If fire drills are required, are they conducted successfully at varying times and under varying conditions and are records maintained on the premises?

### **Fire Extinguishers**

22. Is there access to fire extinguisher(s) rated minimum 2A-10BC?
23. Is the travel distance from all portions of the building less than 75' to a fire extinguisher?
24. Are all fire extinguishers visible and accessible (not blocked)?
25. Have the fire extinguisher(s) been serviced and tagged by a fire extinguisher company within the last 12 months?
26. Are the fire extinguisher(s) properly mounted?  
(Proper locations-near exit doors where possible, not exceeding maximum travel distance, properly mounted maximum 5' high if <40 lbs., maximum 3 ½' high if >40 lbs. In all cases, minimum 4" above the ground).

### **Fire/Smoke Separations**

27. Are the fire/smoke separations (automatic smoke doors, fire doors, etc.) maintained and in working condition?

### **Fire Suppression Systems**

28. Is the top of storage maintained a minimum 18" below head deflectors in fire-sprinklered areas?
29. If the building is equipped with a fire sprinkler system, has the required annual service of the fire sprinkler system been performed in the last year by a qualified sprinkler company?
30. In cooking applications, has the hood suppression system been serviced in the last six months and is the hood cleaned at intervals to prevent the accumulation of grease?

### **Housekeeping**

31. Is combustible rubbish that is stored in containers outside of vaults or rooms removed from the building a minimum of once each working

day?

32. Are oily rags or similar materials stored in metal, metal-lined or other approved containers equipped with tight-fitting covers?

### **Heat Producing Appliances**

33. If portable electric heaters are used, do they have the code required tip-over and high temperature shutdown features?
34. If portable electric heaters are used, are they plugged directly into wall outlets and kept a minimum of 3' away from combustibles?  
(Open flame unvented heaters are prohibited for use in a commercial occupancy)

### **Smoke Detection**

35. In rental houses, apartments, lodging houses and hotels, are smoke detector(s) installed either hard-wired or battery powered
  
36. If smoke detection is required in common areas such as corridors or part of the fire alarm system, have they been tested in the last year by a qualified service company?

### **Storage of Combustibles**

37. Is the clearance between ignition sources, such as light fixtures, heaters, and flame producing devices, and combustible storage maintained in an approved manner?
38. Are combustible materials not stored beneath the building or structure?
39. Are the boiler rooms, mechanical rooms and electrical panel rooms maintained without the storage of any combustible materials within?
40. Are rubbish containers over 5 1/3 cubic feet (40 gallons) provided with lids and made of noncombustible construction?
41. Are dumpsters that are 1.5 cubic yards or more not stored inside the building and placed more than 5' from combustible walls, openings or combustible roof eave lines?

### **Storage of Flammable & Combustible Liquids**

42. Are quantities in excess of 10 gallons of flammable and combustible liquids used for maintenance purposes and the operation of equipment stored in liquid storage cabinets?

### **Vegetation (Combustible)**

43. Is combustible vegetation removed so as to not create a fire hazard?

